



The Royal Canadian Legion Saskatchewan Command

Ladies' Auxiliary

CONSTITUTION, BY-LAWS, RITUAL and PROCEDURE

Ella Green

Nineteen Hundred and Sixty-Nine



The Royal Canadian Legion Saskatchewan Command

Ladies' Auxiliary

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approved by

The Royal Canadian Legion
Saskatchewan Command

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INDEX

SASKATCHEWAN COMMAND

I	Name	5
II	Purposes and Objects	5
III	Principles and Policies	5
IV	Organization	5
V	Constitution, By-laws, Ritual and Procedure	6

LOCAL

I	Formation of Auxiliary	7
II	Membership	7
III	Application for Membership	8
IV	Dues and Per Capita Tax	8
V	Transfers	8
VI	Meetings	9
VII	Suggested Order of Business	9
VIII	Admission Ceremony	10
IX	Officers and Executive	11
X	Duties of Officers	12
XI	Election of Officers	13
XII	Installation of Officers	13
XIII	Vacancies	16
XIV	Committees	17
XV	Raising of Funds	17
XVI	Auditor	17
	Color Party Procedure	18

ZONES and DISTRICTS

I	Formation	20
II	Rallies	20
III	Suggested Order of Business	21
IV	Installation of Zone Representative	22

PROVINCIAL COMMAND

I	Powers	23
II	Projects	23
III	Awards Committee	23
IV	Bursary Committee	23
V	Executive Council	24
VI	Convention	26
VII	Convention Committees	26
VIII	Delegates	28
IX	Installation	28

GENERAL INFORMATION

I	Official Dress	32
II	Auxiliary Service Badges	32
III	Auxiliary Medals and Bars	33
IV	Service Medals	33
V	Awards	33
VI	Ritual	34
VII	Suggested Rules of Conduct	34
VIII	General	35

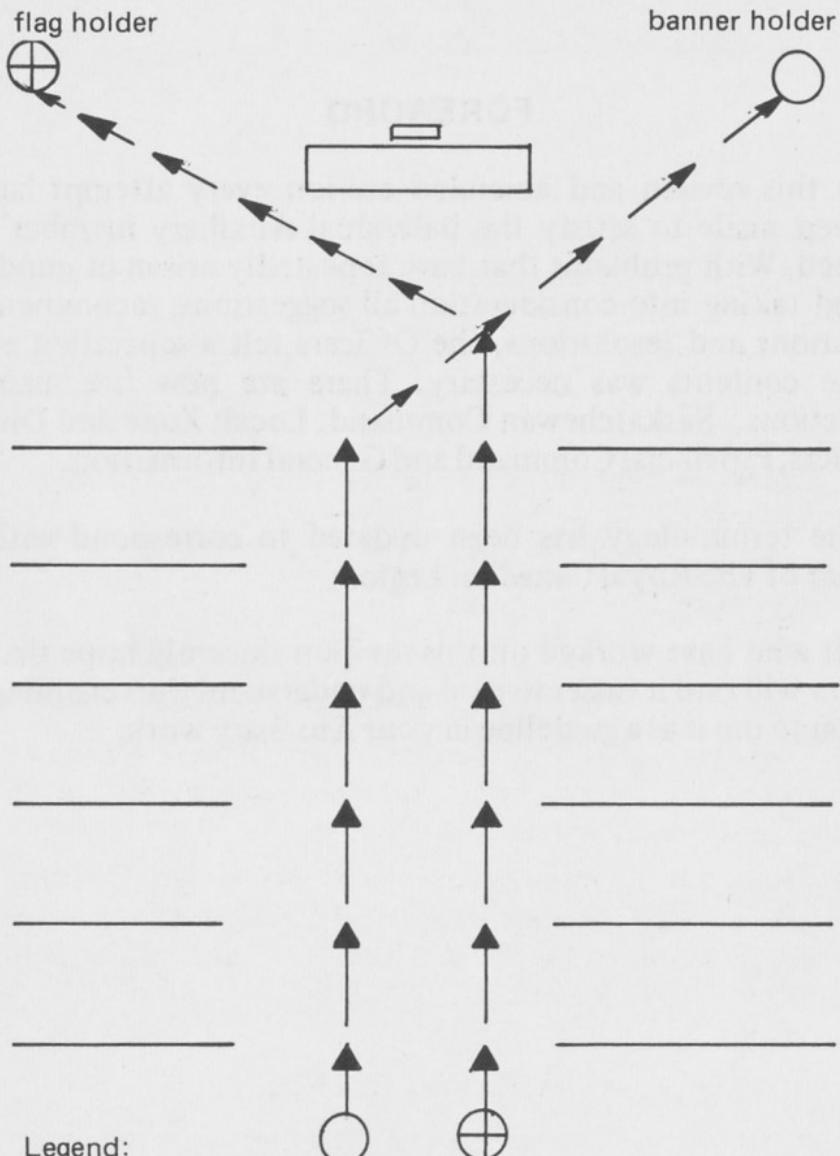
FOREWORD

In this revised and amended edition every attempt has been made to satisfy the individual Auxiliary member's need. With problems that have repeatedly arisen in mind; and taking into consideration all suggestions, recommendations and resolutions, the Officers felt a separation of the contents was necessary. There are now five main sections: Saskatchewan Command; Local; Zone and Districts; Provincial Command and General Information.

The terminology has been updated to correspond with that of The Royal Canadian Legion.

All who have worked on this revision sincerely hope that you will find it easier to read and understand thus enabling you to use it as a guideline in your Auxiliary work.

MARCHING ON THE COLORS



Legend:

-  National Flag of Canada
-  Auxiliary Banner

I. NAME

The Command shall be known as The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary.

II. PURPOSES and OBJECTS

The purposes and objects of Command will be:—

To co-operate with and assist The Royal Canadian Legion, Saskatchewan Command in carrying out their purposes and objects.

To promote the organization of new Auxiliaries, provided consent of the Branch having jurisdiction in that area is first obtained.

To supervise and co-ordinate the work of Command Auxiliaries.

To co-operate with The Royal Canadian Legion in promoting Poppy Day campaigns.

III. PRINCIPLES and POLICIES

The Command shall be democratic, non-sectarian and not connected with any political party, or organization, other than The Royal Canadian Legion.

We affirm our loyalty and service to Sovereign, Country and The Royal Canadian Legion. We believe in adequate government provision for disabled Veterans and dependents of deceased Veterans.

IV. ORGANIZATION

1. Provincial Command of the Auxiliary will consist of affiliated Auxiliaries now or hereinafter organized in connection with Branches of The Royal Canadian Legion.
2. The governing body of Saskatchewan Command shall be the Convention and when such Convention is not

in session, the Executive Council shall have jurisdiction over affiliated Auxiliaries in all matters of administration and policy, provided however, that each Auxiliary, subject to control of the Branch of The Royal Canadian Legion with which it is connected, shall have complete autonomy in the management of its own affairs and activities, and provided further that each Auxiliary shall have the right to withdraw from Saskatchewan Command at any time.

3. A Convention shall be held at least once in every two calendar years, at such time and place as the Executive may determine. Sixty (60) days notice in writing shall be given to each affiliated Auxiliary.
4. Providing one-third of the affiliated Auxiliaries of Saskatchewan Command request that a special Convention of Provincial Command be held, then Executive Council shall call such Convention within sixty (60) days after the required number of requests have been received.
5. The Executive Council shall have the power to organize new Auxiliaries in any part of the Province, but only after the consent of The Royal Canadian Legion Branch having jurisdiction in that area has been obtained.

V. CONSTITUTION, BY-LAWS, RITUAL and PROCEDURE

1. Provincial Command of the Auxiliary has power to enact and amend the Constitution, By-laws, Ritual and Procedure with approval of The Royal Canadian Legion, Saskatchewan Command.
2. The Constitution, By-laws, Ritual and Procedure may be amended, repealed or re-enacted at Convention by a majority vote of accredited delegates provided ninety (90) days notice has been given in writing to Executive Council and all changes approved by The Royal Canadian Legion, Saskatchewan Command.

LOCAL

I. FORMATION of AUXILIARY – Suggested procedure

1. Ladies wishing to organize an Auxiliary will approach the Branch for approval.
2. When approval has been received, an authorized person may write Provincial Office requesting name of their Zone Representative and application forms.
3. Motion from Branch authorizing formation, completed application forms and Certificate fee, to be forwarded to Provincial Office by authorized person.
4. District Representative or Sub-Executive Council member to be invited, at Command expense, to conduct election; install Officers; provide information and guidance. Zone Representative also to be present.
5. Formation in such manner as the proposed Auxiliary shall decide and receive approval by the Branch of which the Auxiliary is formed is acceptable.

II. MEMBERSHIP

Eligibility for Membership will be as follows:—

1. Women who are members of, or eligible for ordinary, life or associate membership in The Royal Canadian Legion.
2. Women over eighteen (18) years of age, residing in Saskatchewan, who are widows, wives, mothers, sisters, daughters, grandmothers, granddaughters, nieces, foster-mothers, step-mothers, step-sisters or step-daughters of men or women who are members of, or eligible for ordinary , life, or associate membership in The Royal Canadian Legion.

III. APPLICATION for MEMBERSHIP

1. Application for membership will be in writing, upon the proper form and signed by the applicant. The application, accompanied by an amount to cover per capita tax, cost of badge and constitution (plus local yearly dues if applicable) will be sent to the Auxiliary secretary.
2. Every applicant should be proposed by two members in good standing. The application recommended by the committee investigating her credentials, will then be presented to the general meeting for acceptance.
3. All application forms forwarded to Provincial Office for official stamp prior to admission of the proposed member.

IV. DUES and PER CAPITA TAX

1. Per capita tax is due and payable January 1st of each year.
2. A former member is automatically reinstated upon payment of current per capita tax and (local dues if applicable).
3. Only members in good standing are eligible to vote or hold office.

V. TRANSFERS

1. Only members in good standing may transfer.
2. Members with per capita tax and (local dues if applicable) in arrears may transfer by paying current per capita tax and (local dues if applicable) to former Auxiliary.
3. Upon receipt of above payment, Secretary will forward original application and transfer form, to Secretary of Auxiliary member wishes to join.

4. Members cannot transfer from another province to Saskatchewan. Members meeting Saskatchewan membership qualifications may join but initiation is not required. Credit will be given for all previous years of service.

VI. MEETINGS

1. There may be a general meeting of the Auxiliary once a month, or as may be determined by local conditions.
2. Special and executive meetings may be called at the President's discretion.
3. An Auxiliary may decide the number of members necessary to constitute a quorum.

VII. SUGGESTED ORDER of BUSINESS

1. Opening Ceremony.
2. Introduction of Guests.
3. Roll Call of Officers and Executive.
4. Admission Ceremony.
5. Application(s) for Membership.
6. Minutes of last General and Executive Meetings.
7. Correspondence.
8. Unfinished Business.
9. Financial Report and Accounts.
10. Reports of Committees.
11. Intermission — payment of per capita tax, dues, etc.
12. New Business.
13. Notice of Motion.
14. Election of Officers.
15. Good and Welfare of the Auxiliary — sickness and distress.
16. Motion of Adjournment — moved and seconded.
17. Closing Ceremony.

VIII. ADMISSION CEREMONY

NOTE: Admission Ceremony as used by The Royal Canadian Legion and found in their Ritual and Procedure Booklet may be used if so desired.

President:

“The meeting will come to attention.” (Members rise and remain standing during Admission Ceremony.)

“Second Vice President, Mrs. (Miss) please escort the candidate(s) before me.” (Second Vice President and candidate(s) proceed from rear of hall).

“Members of the Auxiliary, we have with us (name(s) of candidate(s)) whose application(s) for membership was/were favorably received at our last general meeting. Please raise your right hand(s) and repeat after me this obligation, giving your name(s) in full.

I in becoming a member of Auxiliary, Branch No ~~101~~. The Royal Canadian Legion, Saskatchewan Command, do pledge myself to abide by the spirit of the Constitution, By-laws, Ritual and Procedure, to keep foremost the best interests of this organization and, in relation to my fellow members, will be governed by the Golden Rule ‘I will do unto others as I would, they would, do unto me.’” (Suitable hymn may be sung).

“As President, it is my duty to bring before you the following points:—

The Badge — it is your privilege to wear this membership badge. The badge carries the responsibility of so conducting yourself at all times as to bring no discredit upon the organization.

The Constitution, By-laws, Ritual and Procedure — it is your duty to read carefully the copy I now hand you. In it you will also find the purposes and objects of the Auxiliary. You have already pledged to abide by the Constitution, By-laws, Ritual and Procedure.

The Membership Card — will show you are a member in good standing for the year as dated. It is your duty to attend general meetings as regularly as circumstances permit.

As the most important object of the Auxiliary is to perpetuate a close and kindly feeling among members; let the spirit of kindness guide you in your dealings with individual members, committee work and general meetings.

I now extend to you a very hearty welcome (shakes hands with the candidate(s)) and wish to introduce you to the meeting." (Candidate(s) turn to face the members). "Members of the Auxiliary, it gives me great pleasure to introduce to you (Name(s)) who is/are now active member(s) of this Auxiliary. Please welcome her/them in the usual manner." (All clap hands).

"Second Vice President, Mrs.(Miss), please escort the member(s) to her/their seat(s).

IX. OFFICERS and EXECUTIVE

There shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, or Secretary-Treasurer, Flag and Banner Bearer for each Auxiliary. The Executive Committee will consist of the above and such other Officers as the Auxiliary deems necessary. They will be elected at the annual meeting and hold office until the next election unless removed for a specific reason. The Immediate Past President automatically becomes a member of the Executive Committee.

X. DUTIES of OFFICERS

1. The President will preside at all meetings of the Auxiliary and Executive; will be ex-officio on all committees, and the channel of communication with the Branch unless otherwise determined; will assume responsibility for the Auxiliary Certificate.
2. The First Vice President will carry out the duties of President during the latter's absence or disability to act, and will introduce all guests.
3. The Second Vice President will keep a register and it will be her duty to see that attending members sign. Prior to Admission Ceremony, she will escort proposed members from rear of hall to Presiding Officer.
4. The Secretary will keep Auxiliary books; attend all meetings and record the minutes; read all correspondence received since the last general meeting and copies of her replies; generally carrying out required secretarial duties. All communications on behalf of the Auxiliary will be made through her, except as determined otherwise. She will remit the annual per capita tax to Provincial Office. She will forward names of Auxiliary Officers to Provincial Office, Zone and District Representatives, immediately after the annual election. Names of deceased and transferred members should be sent to Provincial Office.
5. The Treasurer will receive all monies and keep a properly recorded account. She will promptly deposit all monies in such Bank as specified by the Auxiliary. Trust funds or funds for particular projects may be deposited in a separate account. All accounts to be paid by cheque, where possible, these to be signed by the Treasurer and counter-signed by President or a Vice President.
6. The Flag Bearer(s) will be responsible for the Color(s). The Banner Bearer will be responsible for the Auxiliary Banner and be custodian of all goods and property belonging to the Auxiliary. She/they will perform such other duties assigned to her/them.

XI. ELECTION of OFFICERS

1. Nomination of Officers may take place at the meeting preceding the annual meeting. It is permissible for a nominating committee to be used.
2. If only one candidate is nominated for any office, she will be declared elected upon a motion to that effect, moved and seconded; sustained by a standing vote or other approved sign.
3. If more than one candidate is nominated for any office, the candidate receiving the majority of total votes polled will be declared elected. In the event a majority is not given, the minority candidate will retire from the election; and the polling of votes repeated on the successfully reduced candidates until a majority is established.
4. All members in good standing may vote.

XII. INSTALLATION of OFFICERS

Installation of Officers may be held yearly at the first meeting following election. A Past President, Retiring President, or Provincial Officer may conduct the ceremony. (An escort may be appointed for this ceremony who will conduct the Officers-elect from the rear of the hall to the Installing Officer in turn. The Vice Presidents will be escorted together as will the Executive Committee members, Flag and Banner Bearer(s)).

Pianist:

Installing Officer: "Mrs.(Miss) you have been elected by your fellow members to furnish music for Opening and Closing Ceremonies and upon other occasions as requested. The effect of your talent in this duty will have a harmonious influence at all meetings. I congratulate you." (Conducted to her seat).

(a) National Flag Bearer:

Installing Officer: "Mrs.(Miss) you have been elected to carry the emblem of our Nation-hood into the hall. The Flag you carry represents the principles and traditions of our Country which I trust will be reflected in all deliberations. Our confidence in your ability to carry out this duty, I know, will not be misplaced."

(b) Auxiliary Banner Bearer:

Installing Officer: "Mrs.(Miss) you have been elected to carry the Auxiliary Banner into the hall. The responsibility of being custodian of Auxiliary goods and properties is included in this office. Our confidence in you to carry out this duty, I know, will not be misplaced. I congratulate you/both on your election." (Conducted to their seats).

Executive Committee Members:

Installing Officer: "Mrs.(Miss) your election to the Executive Committee is an indication of the high esteem in which you are held. You, together with other elected Officers form the governing body, and upon your shoulders rests responsibility for the conduct of this Auxiliary. It is your duty to carefully watch over its activities, and to offer advice which is for the betterment of all concerned. May you be guided by the principles upon which the Auxiliary has been founded. I congratulate you." (Conducted to their seats).

NOTE: In the event of the office of Secretary and Treasurer being combined into one office of Secretary-Treasurer, the installation to be combined.

Treasurer:

Installing Officer: "Mrs.(Miss) the members have expressed their confidence in your integrity and business ability. The proper recording, accounting and safe guarding of funds as well as other assigned duties will be your responsibility. I congratulate you." (Conducted to seat).

Secretary:

Installing Officer: "Mrs.(Miss) the members have recognized in you, necessary qualifications needed to fulfill the responsibilities of Secretary. You will keep detailed minutes of meetings, promptly deal with correspondence and other assigned duties. I congratulate you." (Conducted to her seat).

Vice Presidents:**(a) Second Vice President:**

Installing Officer: "Mrs.(Miss) you have been honored in being elected Second Vice President, and should circumstances so direct, may be required to assume greater responsibility. We have every confidence that your duties will be faithfully carried out."

(b) First Vice President:

Installing Officer: "Mrs.(Miss) you have been honored in being elected First Vice President. This signifies confidence in your ability to assist the Chair in maintaining order, and, if need be, assume the duties of President. I congratulate you both on your election, and with the members have every confidence that your duties will be faithfully discharged." (Conducted to their seats).

Past President:

Installing Officer: "Mrs.(Miss) I take this opportunity to express the thanks of all members for your contribution to the progress of the Auxiliary through your leadership as President. You have accumulated experience which will be invaluable to your successor. I therefore charge you with a continuing responsibility toward the Auxiliary and Officers who are now entrusted with its affairs." (Conducted to her seat).

President:

Installing Officer: "Members will please come to attention.

Mrs.(Miss) you have been honored with the highest Auxiliary office. Confidence has been expressed in your ability and wisdom to direct affairs for the ensuing term. Service unselfish and sincere has its just reward. I congratulate you on being thus honored and invite you to occupy the Chair from which the business of this Auxiliary is directed." (President takes her place).

"I hereby declare the officers of Auxiliary, Branch No. The Royal Canadian Legion, officially installed."

XIII. VACANCIES

1. Any office becoming vacant during the year may be filled at the next general meeting.
2. If any elected Auxiliary Officer absents herself from three (3) consecutive meetings without good cause, or becomes inattentive in her duties, the office may be declared vacant by a two-thirds vote of members in attendance.
3. Any officer so disciplined will not be eligible for re-election as an Auxiliary Officer or delegated to represent the Auxiliary.

XIV. COMMITTEES

1. **MEMBERSHIP:** This committee will contact all women who are eligible to become Auxiliary members, and carry out other assigned duties.
2. **VISITING:** This committee will visit Legion and Auxiliary members supplying them with comforts provided by the Auxiliary.
3. **WAYS AND MEANS:** The Treasurer will be Convener of this committee, which consists of three (3) members and will recommend methods of raising funds for Auxiliary purposes.
4. **SOCIAL CONVENER:** Will be in charge of arranging social functions.
5. **PUBLICITY CONVENER:** Will attend all meetings reporting business and social activities of the Auxiliary to local newspaper.
6. **POPPY DAY CAMPAIGN COMMITTEE (when desired):** To be appointed, and will co-operate with the Branch in promotion of Poppy sales.
7. **OFFICERS, CONVENERS OR MEMBERS ASSIGNED TO SPECIAL WORK:** Will be responsible for a detailed written report to be presented at a meeting and kept in the records for a length of time specified by Auxiliary.

XV. RAISING OF FUNDS

1. All monies raised by the Auxiliaries in Provincial Command must be used for projects set forth by The Royal Canadian Legion.
2. The manner of raising funds for carrying on work of the Auxiliary shall be left to the discretion of the Branch and Auxiliary.

XVI. AUDITOR

At least once a year, qualified personnel appointed by Executive, shall audit the Auxiliary books.

COLOR PARTY PROCEDURE

At rallies and conventions — outlined procedure to be adapted with assigned Officers carrying out necessary duties.

If three Colors are used — procedure as outlined in The Royal Canadian Legion Ritual and Procedure to be followed.

If two Colors are used: Bearers take positions as follows:

National Flag precedes — being placed two paces to right and one pace to rear of Chair.

Auxiliary Banner follows — being placed two paces to left and one pace to rear of Chair.

OPENING CEREMONY.

1. All members to be in their seats.
2. Color Party to be in position of readiness at rear of hall.
3. Presiding Officer (raps gavel)
— “Please stand.”
— “Color Party advance the Colors.”
(Colors in upright position).
4. O Canada.
5. Colors dipped slowly as Presiding Officer speaks:
“Ere we proceed to the consideration of the business which has brought us together, let us pause a few moments to think reverently of those Comrades who by sea, land, and in the air, laid down their lives for Sovereign and Country. Their sacrifice will ever inspire us to labor on, to the end, that those who survive and need our aid may be assured of assistance. The Country for which they died and in which we live will then be worthy of the sacrifice they made.
(Colors to be at the lowest level at this point)
- During the silence we will also remember Member(s) who has/have passed on since we last gathered together.”
6. The Silence.

7. Colors to be raised as Presiding Officer speaks:

"They shall grow not old, as we that are left grow old,
 Age shall not weary them, nor the years condemn,
 At the going down of the sun, and in the morning,
 We will remember them."

(Colors upright at this point).

8. All members: "We will remember them."

9. Presiding Officer:

"Deposit the colors—
 Color Party retire.

I now declare this meeting open for transaction of business.

Please be seated."

CLOSING CEREMONY.

1. Presiding Officer:

"Color Party, prepare to march off Colors."

(Color Party advances to Colors, pick up to carry but remain in position.)

2. Presiding Officer: "The business of this meeting being concluded, let us as we part remember our duty to our Sovereign, our Country, our Branch, and our Auxiliary. May we ever strive to promote unity and the spirit of comradeship, never forgetting the solemn obligations we have assumed as members of The Royal Canadian Legion, Ladies' Auxiliary. Remembering them, may we ever pray.

3. All members:

"Lord God of Hosts,
 Be with us yet,
 Lest we forget,
 Lest we forget."

4. God Save the Sovereign.

5. Presiding Officer: "Color Party, march off the Colors."

(Colors retired to rear of hall).

6. Presiding Officer: "I now declare this meeting closed."

ZONES and DISTRICTS

I. FORMATION

The Province will be divided into Zones and Districts; subject to revision by the Convention of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary. Zone and District Officers will be elected at their respective biennial Rallies and hold office until the following Zone or District Rally; or until their successor has been elected. Zone Representatives will be installed at Zone Rallies by District Representatives; past or present Officers of Command. District Representatives will be installed at Provincial Convention.

II. RALLIES

1. Each Zone and District Representative shall call a biennial Rally — Representatives' expenses to be absorbed by Command.
2. If Rally is held in the off year, expenses must be absorbed by Zone and/or District.
3. Each Auxiliary is entitled to send two (2) accredited delegates.
4. Zone and District Representatives are accredited delegates at Rallies.
5. The Presiding Officer may vote. In the event of a tie, she may cast the deciding vote provided she has not already voted.
6. Fraternal delegates may attend Rallies, participate in discussion, but may not vote.

III. SUGGESTED ORDER of BUSINESS

/ To be adapted for Zone, District and Provincial as necessary.

1. Opening Ceremony.
2. Introduction of Guests and Officers.
3. Resolutions of Loyalty: to Sovereign; to The Royal Canadian Legion.
4. Greetings and Replies.
5. Representative or Presiding Officer takes Chair.
6. Roll call of Representatives and/or Auxiliaries.
7. Minutes of preceding Rally or Convention.
8. Unfinished Business.
9. Ratification of Appointed Committees.
10. Report of Credentials Committee.
11. Correspondence and Announcements.
12. President's Report.
13. Intermission.
14. Representatives' Reports.
15. Secretary-Treasurer's and Auditor's Reports.
16. Report of Committees and/or Auxiliaries.
17. New Business.
18. Nomination and Election of Officers.
19. Installation of Officers.
20. Motion of Ratification of Business.
21. Good and Welfare of Auxiliaries.
22. Motion of Adjournment — moved and seconded.
23. Closing Ceremony.

IV. INSTALLATION of ZONE REPRESENTATIVE

An authorized person will escort the newly elected Representative to front of hall.

Installing Officer: "Mrs.(Miss) you have been elected by the members of Zone No. District No. to be Zone Representative for the ensuing term. They have faith in your integrity and desire to serve The Royal Canadian Legion and its' Auxiliaries. This honor carries with it certain responsibilities. It will be your duty to maintain the traditions of the Zone; visit Auxiliaries and assist the Officers in maintaining a high standard of service to members and the community. You will be a personal representative of the President and expected to co-operate with the membership. You will impress upon all members their duty towards Veterans, the disabled, the widows and their dependents. Are you ready to give an assurance that at all times you will endeavour to carry out your various responsibilities?"

Zone Representative: "I am."

Installing Officer: "Then repeat after me: 'As a woman of honor, I pledge myself to perform the duties of my office as Zone Representative of Zone No. , District No. , to the best of my ability.'"

"I hereby declare you duly and legally installed as Zone Representative of Zone No. , District No. , heartily congratulate you on the honor that has been conferred; and give you the assurance of our support in carrying out your duties."

PROVINCIAL COMMAND

I. POWERS

Provincial Command of the Ladies' Auxiliary is empowered, subject at all times, to approval of The Royal Canadian Legion, Saskatchewan Command:

1. To make by-laws for proper administration of Command, providing no such by-laws will be passed that interfere with the control exercised by the Branch.
2. To levy and collect per capita tax from Command Auxiliaries.
3. To suspend from Command any affiliated Auxiliary for non-payment of per capita tax.
4. To make provision for visiting and supplying comforts to sick or disabled Veterans and dependents.
5. To recommend suspension of the Certificate of an Auxiliary where, in the opinion of Command, such Auxiliary has so mismanaged its' affairs as to be detrimental to interests of The Royal Canadian Legion.

II. PROJECTS

1. Veterans' Comfort Fund.
2. Bursaries – Educational purposes.

III. AWARDS COMMITTEE

The Presidents Three will form the Awards Committee for Life Memberships.

IV. BURSARY COMMITTEE

The Sub-Executive Council will form the Bursary Awards Committee.

V. EXECUTIVE COUNCIL

1. (a) The Provincial Executive Council will consist of President, Immediate Past President, First Vice President, Second Vice President and elected District Representatives.
(b) The Sub-Executive of Council will consist of President, Immediate Past President, First Vice President and Second Vice President.
(c) The signing Officers will be two (2) of the following:- President, First Vice President and Secretary-Treasurer.
2. (a) The President, First Vice President and Second Vice President will be elected at Convention and hold office until their successors are elected. In the event of an office becoming vacant, Council may fill the vacancy and the person appointed hold office until the following Convention.
(b) The President will preside at the Opening and Closing Ceremonies of Conventions and Council meetings. She will exercise general supervision and control over Officers, Appointees, members and business of Command. She will perform such duties as may, by custom, pertain to her office.
(c) The President will visit Provincial Office once every month from October to March, and during the remaining months as her duties require.
(d) In the absence or disability of the President, her rights and powers shall be vested in the First Vice President; and in the absence of both President and First Vice President, in the Second Vice President.
(e) The Secretary-Treasurer shall keep a record of the proceedings of Conventions and Council meetings in special books. She shall give notice of, and attend Conventions and Council meetings; having with her necessary minutes, record books and correspondence

relative to the business of Command. She shall be custodian of the Seal of Command. She shall deposit funds of Command in the bank specified by Council. Accounts shall be paid by cheque, a true record of all transactions shall be kept. The books of Command shall be kept in the office open at all times for inspection by Council. She shall perform such other duties as Council may determine. She shall be bonded at an amount fixed by Council.

3. The Secretary-Treasurer and an auditor who is a Chartered Accountant, shall be appointed by Council.
4. Appointments to be made by Council as required. If necessary the President may name appointees. Ratification to be secured from Sub-Executive.
5. Council shall meet at least once in each calendar year. For such a meeting ten (10) days notice will be given in writing with proposed agenda enclosed.
6. Meetings of Council or Sub-Executive Council may be called by the President at such times as she deems necessary. Consultations may be held by telephone and confirmed by letter. A ballot may be taken by mail.
7. A majority shall constitute a quorum at any meeting of Council.
8. Council Officers and Appointees attending Conventions, meetings of Council or otherwise engaged on authorized Auxiliary business will be entitled to expenses plus per diem.
9. Officers and Zone Representatives are covered by Group Travel Accident Policy while on authorized Command business.

VI. CONVENTION

1. The Convention shall be held biennially, alternately in the North and South, on a date fixed by Council.
2. The Chairman of Procedure, Color Sergeant and Provincial Color Bearers will be appointed.
3. The Presiding Officer will enforce order and strict observance of the By-laws. She and the Chairman of Procedure will decide all points of order subject to an appeal to Convention. The Presiding Officer will have the deciding vote in case of a tie.
4. No private discussion will be held when Convention is in session, nor will debate be conducted in an unseemly manner. In matters not provided for in these By-laws, all proceedings will be conducted as set forth in The General By-Laws of The Royal Canadian Legion.

VII. CONVENTION COMMITTEES

Prior to Convention the following Committees will be appointed, whose powers and duties will terminate with the adjournment of Convention. Such committees may meet if necessary before the opening of Convention. Expenses occasioned thereby to be paid by Command.

1. RESOLUTIONS: All resolutions for submission should be sent to Provincial Office at least ninety (90) days prior to Convention. Provincial Office, without unnecessary delay, will forward to the Chairman all resolutions for amendment and consolidation. The Chairman will present resolutions to Convention. When debate has ceased the Chairman will state resolution clearly and put same to vote.

2. CONSTITUTION, BY-LAWS, RITUAL AND PROCEDURE: This Committee will consider all resolutions concerning proposed changes and amendments to the Constitution, By-laws, Ritual and Procedure. The Chairman will present proposed changes and amendments to Convention. When debate has ceased, the Chairman will state proposed changes and amendments clearly and put same to vote.
3. CREDENTIALS: The Chairman of this Committee may be a member of Council. It will be their duty to examine the credentials of delegates reporting on validity of same. Voting strength will be determined from report of Chairman to Convention.
4. WAYS & MEANS: This Committee will consider the financial standing of Command: recommend per capita tax for the following term, and delegate fee for the next Convention. The Chairman will present proposed changes to Convention. When debate has ceased the Chairman will state proposed changes clearly and put same to vote.
5. APPEALS: This Committee will consider all written, signed complaints pertaining to possible improper procedures. Complaints should be handed to Committee Chairman who will present same to Convention under New Business. When debate has ceased, the Chairman will state the appeal clearly and put same to vote. If appeal is upheld, proper action to be taken by Committee.
*immediate
complaints*
6. SPECIAL COMMITTEES: May be appointed as required and will be named by the President. They will perform assigned duties and report as requested.

VIII. DELEGATES

1. All delegates, accredited and fraternal, will pay a registration fee.
2. Accredited delegates present from one-third of Auxiliaries in Command will constitute a quorum.
3. Each Auxiliary is entitled to send two accredited delegates. If two delegate fees have been paid, one attending delegate may carry two votes. Paid employees of Command cannot vote.
4. Zone and District Representatives, registered as such, and present are accredited delegates carrying one vote. Accredited delegates may not carry more than two votes.
5. On a ballot vote, the result will be declared on the number of votes cast by registered, accredited delegates.
6. All business will be presented from the Convention floor by accredited delegates.
7. Fraternal delegates may attend but have no vote or voice in business procedure.

IX. INSTALLATION

District Representatives:

Installing Officer: "Sergeant-at-Arms, please present the District Representatives-elect for installation."

Sergeant-at-Arms: "Madam - I have the pleasure of presenting the District Representatives-elect for installation."

Installing Officer: (Names District Representatives)
"You have been elected by fellow members of your Districts to be their Representatives for the ensuing term. They have faith in your integrity and desire to serve The Royal Canadian Legion and its Auxiliaries. I remind you that this honor carries with it certain responsibilities."

It will be your duty to maintain the traditions of your Zones and Districts, assist Zone Representatives; to represent your Districts on Executive Council; to be personal representatives of the President and to co-operate with the general membership. You will impress upon all members their duty towards Veterans, the disabled, the widows and their dependents. Before I officially install you in office, will you give your fellow members an assurance that at all times you will endeavour to carry out assigned responsibilities to the best of your abilities? Are you ready to give such assurance?" (Response - "I am")

Then repeat after me: "As a woman of honor, I pledge myself to perform the duties of my office as District Representative to the best of my ability."

Installing Officer: "I congratulate you."

"Sergeant-at-Arms, please conduct the Officers to their seats."

Vice Presidents:

Installing Officer: "Sergeant-at-Arms, please present the Vice Presidents-elect for installation."

Sergeant-at-Arms: "Madam — I have the pleasure of presenting Mrs.(Miss) duly elected Second Vice President, and Mrs.(Miss) duly elected First Vice President of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary, for the ensuing term."

(a) Second Vice President:

Installing Officer: "Mrs.(Miss) you have been honored by the members in being elected Second Vice President of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary, and should circumstances so direct, may at any time be required to assume greater responsibilities. Such assigned duties, I know, will be faithfully carried out.

(b) First Vice President:

Installing Officer: Mrs. (Miss) you have been honored by the members in being elected First Vice President. Members have expressed their confidence in you being able if need be, to assume the duties of President.

I congratulate you both on your election as Officers of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary, and with the members have every confidence your assigned duties will be faithfully carried out."

"Sergeant-at-Arms, please conduct the Officers to their positions."

Immediate Past President:

Installing Officer: "Sergeant-At-Arms, please present the Immediate Past President for installation."

Sergeant-at-Arms: "Madam — I have the pleasure of presenting Mrs.(Miss) the Immediate Past President for installation."

Installing Officer: "Mrs.(Miss) I take this opportunity to express the thanks of all members for your contribution to the progress of our Command through your leadership as President. You have accumulated experience which will be invaluable to your successor. I therefore charge you with a continuing responsibility toward Command and the Officers who are now entrusted with its affairs."

"Sergeant-at-Arms, please conduct Mrs. (Miss) to her position."

President:

Installing Officer: "Members will please come to attention."

"Sergeant-at-Arms, please present the President-elect for installation."

Sergeant-at-Arms: "Madam — I have the pleasure of presenting Mrs.(Miss) who has been elected President of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary, for the ensuing term."

Installing Officer: "Mrs.(Miss) you have been honored by your fellow members with the highest office. Service, unselfish and sincere, has its just reward. They repose their confidence in your ability and wisdom to direct affairs of this organization for the ensuing term. It will be your duty to preserve the spirit of fair play and comradeship at all times; and maintain the traditions of Command.

Before I officially install you in office, will you give your fellow members an assurance that at all times you will endeavour to carry out assigned duties to the best of your ability? Are you ready to give such assurance?"

President-elect: "I am."

Installing Officer: "Then repeat after me 'I pledge myself to perform the duties of my office as President of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary, faithfully and to the best of my ability.'

I congratulate you in being thus honored and invite you to occupy the Chair from which the business of our organization is directed."

(The President is conducted to her position).

Installing Officer: "I hereby declare the Officers of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary, duly installed for the ensuing term."

GENERAL INFORMATION

I. OFFICIAL DRESS

1. The official dress for members of the Auxiliary will consist of a navy blue beret worn with Auxiliary crest centred above the left eye, white blouse, grey skirt, navy blue blazer with crest, Legion Kentucky bow tie, black walking shoes and white gloves.
2. The Auxiliary membership badge or an Auxiliary service badge to be worn on the left lapel. Should a member be expelled, resign or cease to be a member in good standing, the membership badge may, upon request, be returned to the Auxiliary and member reimbursed. In case of death, the badge becomes the property of next of kin.
3. Ex-service or The Royal Canadian Legion membership badge may be worn on left lapel to the inside of Auxiliary membership badge.

II. AUXILIARY SERVICE BADGES

1. Any member who has completed twenty-five (25) years of Auxiliary service is entitled to a twenty-five (25) year badge on presentation of her original application form; or an affidavit from the Secretary, plus payment for same.
2. A twenty-five (25) year badge recipient is entitled every five (5) years upon request and payment to another badge denoting further service.

III. AUXILIARY MEDALS and BARS

1. All medals to be worn on right breast in order of precedence, from left to right.
2. Only one medal or bar for a specific office at any level may be awarded, even if intended recipient has held the same office for more than one term consecutively or otherwise. The Maple Leaf Bar to the Past President's Medal may be awarded for completion of two or more non-consecutive terms.

IV. SERVICE MEDALS

To be worn on left breast corresponding to position of Auxiliary medals worn on right breast.

V. AWARDS

1. LIFE MEMBERSHIPS:

After a 15 year period of meritorious service by a member to her Auxiliary, Life Memberships may be applied for, upon recommendation from the Auxiliary. Applications submitted to Command Awards Committee for consideration. A written citation must accompany the application, also per capita tax to cover the years as outlined below:

60 - 64 years of age — 10 years per capita tax
65 - 69 years of age — 7 years per capita tax
70 years and over — 5 years per capita tax

After twenty (20) years of meritorious service in the Auxiliary, Life Memberships may be applied for at age 55 — 59, with fifteen (15) years per capita tax paid in advance.

2. CERTIFICATE OF MERIT:

Certificate of Merit may be used to honor a member for outstanding service to the Auxiliary.

VI. RITUAL

1. TOAST TO THE SOVEREIGN:

At Auxiliary functions a toast to the Sovereign will be proposed. Members will rise, raise their glasses, say "The Sovereign" sip the refreshment provided and be seated.

2. GRAVESIDE OR CHAPEL SERVICE:

(Poppies procured prior to service)

If the family of a deceased member so desires, the Auxiliary may participate in the service as follows:—
An appointed member shall say —

"As it has pleased our Wise Creator to remove a member from the cares and anxieties of this world, we are here to honor her memory. Each in turn will be called, so it behooves us all to be prepared for the solemn change that leads to Eternal Life. The Lord giveth and the Lord taketh away."

Members drop poppy into grave or place on casket.

VII. SUGGESTED RULES of CONDUCT

1. The term of address in speaking to the Chair will be "Madam President" and to the members as "Mrs." or "Miss".
2. A member wishing to introduce a motion or speak, will rise, address the Chair, and wait until recognized by the Presiding Officer.
3. No motion may be made while another is speaking. No member may disturb another in her speech unless to appeal to the Chair on a point of order. If two members rise to speak at same time, the Chair will decide which member is entitled to the floor.
4. No member may speak more than once on the same subject or question until all members have had an opportunity to do so; nor more than twice without permission from the Chair.
5. If a member, while speaking, be called to order by the Chair, she will take her seat until the question of order has been determined and permission given to proceed.

6. If a member does not comply with orders from the Chair, she will be retired from the meeting until willing to conform.
7. The Presiding Officer will rule out of order matters not pertaining to Auxiliary good and welfare.
8. Disciplinary action may be taken against any member acting maliciously or bringing her Auxiliary in dispute.
9. Each member is required to furnish the Secretary a mailing address. Any letter mailed or delivered to such address is binding upon the member and deemed sufficient notice of any matter contained therein.
10. The Officers have the power to lay aside objectionable literature intended to cause discord or harm to the Auxiliary.

VIII. GENERAL

1. In the event of the Certificate of a Branch of The Royal Canadian Legion being surrendered, the Ladies' Auxiliary organized in connection with such Branch will surrender their Certificate until the Branch is reinstated by Saskatchewan Command.
2. In the event of disbandment by an Auxiliary, remaining funds shall be dispersed as voted upon by members at the last general meeting.
3. The Zone Representative is responsible for Certificate and application forms from defunct Auxiliaries in her Zone and will forward same to Provincial Office for safe-keeping as soon as possible after disbandment date.
4. In cases not expressly provided for in the Auxiliary Constitution, By-laws, Ritual and Procedure; The General By-Laws of The Royal Canadian Legion will serve as a guide in administrating the affairs of The Royal Canadian Legion, Saskatchewan Command, Ladies' Auxiliary.

MERCURY PRINTERS